



School Leadership Series Assessment Fee Reimbursement Request Form

A candidate who takes a School Leadership Series (SLS) Assessment for an Arkansas Administrator License may be reimbursed by the Arkansas Department of Education for one-half (1/2) of the assessment fee. ADE will reimburse the candidate one (1) time per each different SLS assessment taken.

The Candidate must:

- Be enrolled in or have completed a program of study with an Arkansas Institution of Higher Education
- Achieve a passing score on the required Assessment

To receive reimbursement, fill out information below and submit this reimbursement request with the following required documentation:

- Copy of the Official Score Report provided by ETS for the assessment taken
- Verification of payment in form of a money order receipt or a copy of *one* of the following with ALL confidential account information blacked out (i.e., cancelled check, credit card, or bank statement)
- Completed W-9 (click [here](#) to download version)

Submit the above information by fax or by mail to the address below.
Reimbursement Request Must be Submitted within 12 Months of Test Date

Name: _____ Social Security #: _____

Home Mailing Address: _____

City, State, and Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

E-mail Address: _____

Program of Study Institution: _____

School Leadership Series Assessment taken (check one):

- ☐ **School Superintendents Assessment (SSA)** - District Level Administrator
- ☐ **School Leaders Licensure Assessment (SLLA)** - Building Level Administrator or Curriculum/Program Administrator

☐ Check indicator box if ADE Employee. Must have prior written approval by Commissioner and submitted with this form.

COMPLETE AND RETURN THIS FORM TO:

Renee Nelson, Administrator Induction Program Advisor
Arkansas Department of Education
Office of Educator Effectiveness
Four Capitol Mall, Room 107-A, Little Rock, AR 72201

Fax: 501-682-5118

Email: renee.nelson@arkansas.gov

Phone: 501-682-9850